

## **PUBLIC SAFETY DISPATCHER (911 CENTER) TESTING INFORMATION**

Thank you for applying for the position of Public Safety Dispatcher with the City of Lincoln Police Department.

### **WRITTEN EXAM**

All applicants are required to take the National Dispatcher Selection Test (NDST) which is divided into the following components:

- ❖ **Reading Comprehension** – Measures a person's ability to read and understand written information.
- ❖ **Listening** – Measures a person's ability to listen and recall spoken information.
- ❖ **Problem Solving** – Measures a person's ability to evaluate information and assign units to emergency calls.
- ❖ **Prioritizing** – Measures a person's ability to evaluate information and prioritize response calls.
- ❖ **Multi-tasking** – Measures a person's ability to maintain accuracy while simultaneously attending to information presented in writing and via audio.
- ❖ **Predictive Index Survey** – Measures an individual's natural behavior and predictable traits associated with job performance.

### **TEST DATE**

**TUESDAY, NOVEMBER 3, 2015**

### **TEST TIME**

**8:00 a.m.** (Applicants whose last name begins with letters **A-L**.)

**1:00 p.m.** (Applicants whose last name begins with letters **M-Z**.)

**Testing will begin promptly at the above scheduled hours and will take up to TWO (2) hours.** Arrive at least 15 minutes prior to sign in. You will be required to show a valid driver's license at that time. **Please note:** *Once testing has begun, no one will be permitted to leave the room until the completion of the test.*

**BRING:** Two (2) sharpened #2 lead pencils and a black pen for the test.

**DO NOT BRING:** Cell phone, pager, PDA, calculator, scratch paper, dictionary, or other aids or electronic devices to the test.

### **LOCATION**

The written exam will be held at the **Lincoln Police Department**, Hall of Justice, 575 S. 10<sup>th</sup> Street. Enter through the main doors (off 10<sup>th</sup> Street.) See the map to the Hall of Justice at <http://lincoln.ne.gov/maps/index.htm>. The test site is fully accessible for individuals with mobility impairments. **Parking is available** in the lot on the Northwest corner of 10<sup>th</sup> and K Streets.

## TEST SCORES

**Applicants will be notified of their score by email. Interviews** will be scheduled on November 17<sup>th</sup> or 18<sup>th</sup> between 8:00 a.m. and 6:00 p.m. *For applicants moving forward to the interview, a typing and alpha-numeric data entry test will be required. Tests may be taken prior to your scheduled interview at the Human Resources Department, 555 South 10<sup>th</sup> Street, Room 302, from 8:00 a.m. to 4:00 p.m., Monday through Friday. No appointment is necessary.*

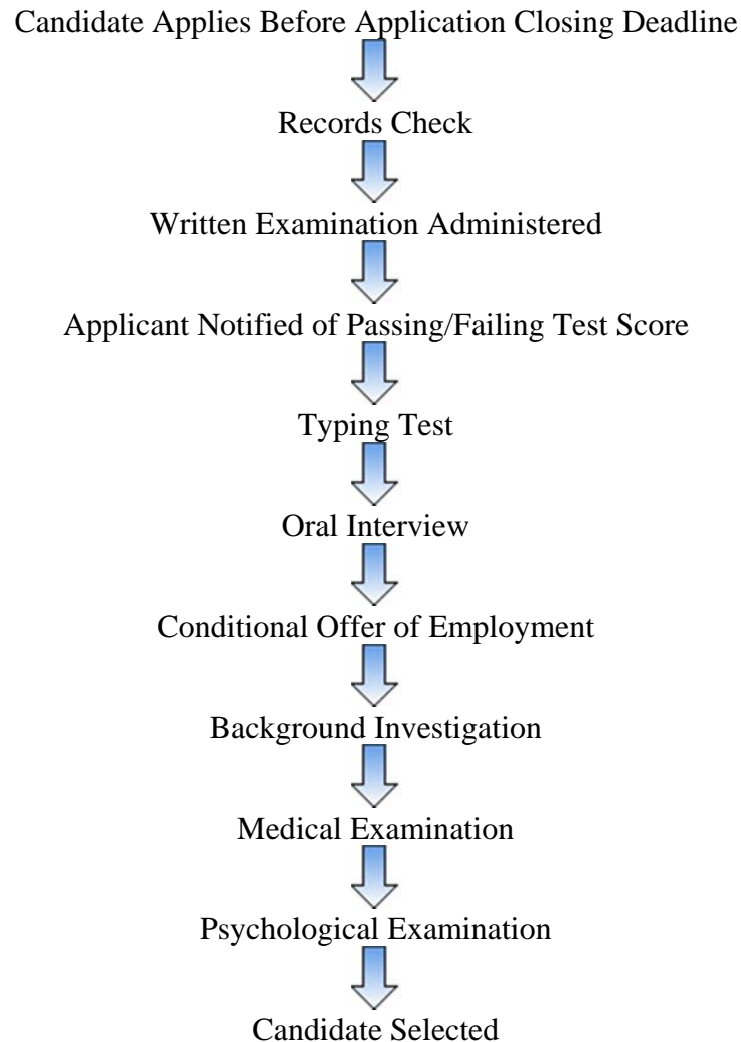
## AMERICANS WITH DISABILITIES

**In accordance with the Americans with Disabilities Act (ADA), should you require a form of reasonable accommodation in order to complete the written exams,** please advise Human Resources, 555 S. 10<sup>th</sup> St., Room 302, Lincoln, NE 68508 with a hand-written request ***no later than ten (10) business days prior to your scheduled exam.*** This written request must include documentation of the need for said reasonable accommodation (i.e. written note from a doctor, psychologist, rehabilitation counselor, occupational or physical therapist, or other professional). Upon receipt and review of the written request and supporting written documentation, a staff member will be in contact to discuss testing options.

For any additional questions please call: 402-441-7597 or email [jobs@lincoln.ne.gov](mailto:jobs@lincoln.ne.gov)

## Employment Selection Process Flowchart

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- Candidates must be successful in each phase of the selection process.
- Candidates may be eliminated or disqualified at any point in the process for failure to meet the criteria.
- Process from application deadline typically takes 60 to 120 days.

Candidates who fail the written exam shall be notified in writing and may re-apply when the position is re-opened. Candidates who fail the oral interview, background investigation, medical exam, or psychological screening portion of the process shall be notified in writing.